



**Defense Energy Support Center
Fort Belvoir, Virginia**

**Defense Fuel Automated Management System (DFAMS)
Supplemental Instruction**

U.S. Army Capitalization Process

May 2001

Defense Energy Support Center Fort Belvoir, Virginia

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About This Supplement

The Defense Energy Support Center in coordination with the U.S. Army Petroleum Center has undertake the capitalization of selected Army locations. This supplement was prepared to serve as a source of instruction for startup and a reference for use in processing unique FAS/DFAMS transactions applicable to the U.S. Army business process.

References: DoD 4140.25M
DFAMS Reference and Training Guide, Jan 99

Assistance

Requests for assistance, questions or comments may be directed to DESC-FII Inventory Accounting Branch:

<i>Name</i>	<i>DSN</i>	<i>Commercial</i>
<i>Carol Richey</i>	<i>427-9388</i>	<i>(713) 767-9388</i>
<i>Ron Badillo</i>	<i>427-9376</i>	<i>(713) 767-9376</i>
<i>Beth Morgan</i>	<i>427-8324</i>	<i>(713) 767-8324</i>
<i>Facsimile</i>	<i>427-9380</i>	<i>(713) 767-9380</i>

Scope

Procedures covered in this supplement apply to locations selected to process FAS/DFAMS transactions under the capitalization process.

Foreword

The Defense Energy Support Center (DESC), has been directed to Capitalize selected U.S. Army locations. Capitalization of these locations will encompass current Army business practices and will allow for the transition to the single stock fund concept.

It should be noted that not all product stored at these location will be capitalized (DLA Owned), as capitalization is driven by the number of end use customers. Product purchased under a DESC direct delivery contract with a commercial vendor such as some gasoline or diesel fuels, are sold to the military service at the time of delivery. This product is considered service owned product. Order and receipt documentation for these deliveries is provided to DESC-FII as required by DESC's direct delivery contracts. Locations not sure of how to report product activity should contact DESC-FII for clarification.

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Capitalization Preliminaries

The process of capitalization requires detailed preparation in order to allow for the smooth transition from Army owned to DLA owned product and to enable accurate billing of end use customers under the current Army business process. To accomplish this requires basic information about products, customers and storage facilities. The following paragraphs provide detailed instruction for providing this information to DESC. It includes:

- ✍ ✍ Identification of Customers
- ✍ ✍ Assignment of Responsible Officers
- ✍ ✍ Request For Logons and Passwords
- ✍ ✍ Identification of ground fuel products
- ✍ ✍ Inventory Capitalization Procedures

Identification of Customers

Most customers are classified as DoD customers and have a valid DoDAAC assigned by the Defense Automatic Addressing System Center, OH (DAAS Center). DESC loads DoDAACs validated by DAAS into DFAMS to assure that bills are sent to the proper location. Sales to DoD customers require a DAAS valid DoDAAC. Activities may check DoDAACs on the DAAS Center database at the following website: <http://daynt6.daas.dla.mil/dodaac/>

In some cases the Army is required to sell product on a cash or credit basis to non DoD customers. To accommodate this, DESC will assign a DoDAAC which will allow for proper billing. Identification of customers is critical for developing these DoDAACs therefore, activities scheduled to be capitalized must identify these unique customers by:

- ✍ ✍ DoDAAC Currently being used.
- ✍ ✍ Customer Name
- ✍ ✍ Bill To Address

When this information is compiled it must be submitted to DESC-FII, Attention Beth Morgan for assignment of a DoDAAC.

Obtaining RIC's and DoDAAC's

Routing Identifier Codes (RIC) should be obtained through the MACOM points of contact. A list of MACOM POC's is provided below:

US Army FORSCOM Ms Sharon Wiggins Ft McPherson GA 30330-5000 DSN 367-6791 FAX 367-6231 Commercial: (404) 464-XXXX	US Army Reserve Command Mr. Terry Blodgett Atlanta GA DSN 367-8170 FAX 367-8082	DA POC For TAV RIC Mr. Earl Stinson DSN 224-6756 or DSN 224-8880
National Guard Bureau (NGB) Ms. Cindy McDougal Arlington VA 22204-1382 DSN 327-9420/7451 FAX 327-8529 Commercial: (703) 607-XXXX	US Army ACALA Ms. Debra Leslie Rock Island IL 61299-6000 DSN 793-2767 FAX 793-2640	US Army IOC Mr. Mike Sweeney Rock Island IL 61299-6000 DSN 793-4302 FAX 793-34522

US Army War Reserve Command Ms. Marianne Bell Rock Island IL 61299-65000 DSN 793-3547	US Army Aviation Missile Command Ms. Barbara Cox DSN 876-7891 Sgt Buchanan DSN 876-0170 Redstone Arsenal AL 35898-5000 FAX 876-7612	US Army Comm Electronics Command Ms. Gloria Wright Ft Monmouth NJ 07703-5000 DSN 992-3701 FAX 992-6315
US Army Tank Automotive Command Ms. Delores Saunders Warren Michigan 48397-5000 DSN 786-6653 FAX 786-7344	AMCCOM Ms. Darcie Dellite Rock Island IL 61299-6500 DSN 793-0736	Soldier System Biological Command Bob Gates Natick Massachusetts DSN 256-5863 Commercial (508) 233-XXXX
USAMEDCOM LTC Kavanagh Fort Sam Houston TX DSN 471-7066/6225 Commercial (210) 221-XXXX	SRTICOM Bridgette Herbert DSN 970-3696	US Army Medical Material Agency Linda Foltz DSN 343-4428
US Army South Command Monica Knotts Commercial (313) 285-5258		

Army DoDAAC's must be requested through the Army Focal Point at the Logistical Support Activity (LOGSA), DSN 897-2496. You must provide your Unit Identification Code (UIC) so the DoDAAC can be registered to your unit/activity.

Assignment Of Responsible Officer (RO)

In accordance with DoD 4140.25M the Defense Energy Support Center maintains documentation on the appointment of Responsible Officers for all Defense Fuel Support Points (DFSP's). The Responsible Officers being appointed must be proficient in fuel discipline and management functions and will assume responsibility for the care and safekeeping of DLA owned product. Functional responsibility for RO's can be found in DoD 41040.25M, Volume II, Chapter 10, Paragraph B. DoD 4140.25M can be accessed through the internet at the following address:

<http://web7.whs.osd.mil/html/414025m4.htm>

Appointment documents are required to be updated on an annual basis. An appoint of Responsible Officer Form is located on the following page, Please complete this form and fax to DESC-FII at (703) 767-9380 or DSN 427-9380.

Appointment of Responsible Officer

The individual noted below is appointed Responsible Officer. He/She is proficient in fuel discipline and management and is hereby responsible for the care and safekeeping of DLA owned product in accordance with DoD 4140.25M.

Please print or type

DoDAAC	
Activity Name	
Responsible Officer's Name	
Responsible Officer's Grade	
Date of Appointment	
Commercial Phone Number	
Commercial Fax Number	
DSN Phone Number	
DSN Fax Number	
E-Mail Address	
Mailing Address	

Appointing Officer's Signature

Operational Data Store (ODS) Password and User ID

In order to be able to enter FCC generated financial obligation data into STANFINS, you will need to obtain a non-expiring Operational Data Store (ODS) password and user ID from the Defense Finance and Accounting Service (DFAS). ODS is the router that DFAS uses to send the obligation data to the appropriate Operational Location (OPLOC) which services the DoDAAC of the customer unit who is being billed. A copy of the form and instructions is provided below. Questions may be directed to Terry Mudgett at DFAS Indianapolis, at DSN 699-5120 or Commercial (317) 510-5120. An alternate contact is Andrea Wright at DSN 699-1457 or Commercial (317) 510-1457.

Please complete the form as soon as possible. FAX a copy to the number below and mail the original/signed copy to the address given below:

FAX to: Terry Mudgett or Andrea Wright at (317) 510-1113 or DSN 699-1113.

Mail original / signed copy to: DFAS-Indianapolis Center
Attn: DFAS-IN/IAA (ODS)
Sandra Rawls-Brant, Col 210B
8899 E. 56th Street
Indianapolis, IN 46249-5005

Instruction Source: Pat McGovern, DESC-S, DSC 427-8611 or Commercial (703) 767-8611.

Instruction For Completing DISA Form 41:

Part I Enter name, etc., sign and date.

Part II To be completed by your Security Manager. A security clearance is not needed to use ODS, but your Security Manager must complete this part to verify that there is no adverse information concerning the requestor.

Part III Block 15 - Enter installation name and directorate (Example: Fort Carson, Directorate of Logistics).

Block 16 - Check "NO".

Block 17 - Check "Functional", DO NOT check the three small blocks on the right.

Block 18 - Check "Analyst - Queries Only". At the bottom of the box type in or print "Request one non-expiring FTP password and user ID for FAS ODS interface."

Block 19 - Your supervisor must type or print his/her name and sign the form.

Block 20 through 22 - Self explanatory

Block 23 through 26 - Leave blank.

SYSTEM AUTHORIZATION ACCESS REQUEST (SAAR)			
<p style="text-align: center;">PRIVACY ACT STATEMENT</p> <p><small>Public Law 99-474, the Counterfeit Access Device and Computer Fraud and Abuse Act of 1984, authorizes collection of this information. The information will be used to verify that you are an authorized user of a Government automated information system (AFIS) and/or to verify your level of Government security clearance. Although disclosure of the information is voluntary, failure to provide the information may impede or prevent the processing of your "System Authorization Access Request (SAAR)". Disclosure of records or the information contained therein may be specifically disclosed outside the DoD according to the "Blanket Routine Uses" set forth at the beginning of the DISA compilation of systems of records, published annually in the Federal Register, and the disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act.</small></p>			
TYPE OF REQUEST <input checked="checked" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFICATION <input type="checkbox"/> DELETION			DATE
PART I (To be completed by User)			
1. NAME (LAST, First, MI)		2. SOCIAL SECURITY NUMBER	
3. ORGANIZATION	4. OFFICE SYMBOL/DEPARTMENT		5. ACCOUNT CODE N/A
6. JOB TITLE/FUNCTION	7. GRADE/RANK	8. PHONE (DSN)	
STATEMENT OF ACCOUNTABILITY <small>I understand my obligation to protect my password. I assume the responsibility for data and system I am granted access to. I will not exceed my authorized access.</small>			
USER SIGNATURE			DATE
PART II (To be completed by User's Security Manager)			
9. CLEARANCE LEVEL		10. TYPE OF INVESTIGATION	
11. DATE OF INVESTIGATION		12. VERIFIED BY (Signature)	
13. PHONE NUMBER		14. DATE	
PART III (To be completed by User's Supervisor)			
15. ACCESS REQUIRED (Location) - i.e. DMC or DMC's			
16. ACCESS TO CLASSIFIED REQUIRED? <input type="checkbox"/> NO <input type="checkbox"/> YES		17. TYPE OF USER <input type="checkbox"/> FUNCTIONAL <input type="checkbox"/> SYSTEM	
		<input type="checkbox"/> SECURITY ADMINISTRATOR <input type="checkbox"/> APPLICATION DEVELOPER <input type="checkbox"/> OTHER (Specify)	
18. JUSTIFICATION FOR ACCESS <small>Accounting - Crosswalk and queries - provide appropriate site id's [] Analyst - Queries only [] Analyst w/FTP - Access bridge files and queries [] Submitter - Uploads and Downloads into ODS [] - Entitlement, CAIP3 or IATS. Provide appropriate Work Center Designator (WCD) (may be more than one) and Authority to delete, 1 = ODS before SRD1; 2 = After in SRD1; 3 = both. Also provide the appropriate SRD1 database. Check one box above and provide applicable information in this block.</small>			
VERIFICATION OF NEED TO KNOW <small>I certify that this user requires access as requested in the performance of his/her job function.</small>			
19. SIGNATURE OF SUPERVISOR		20. ORG/DEPT.	
21. PHONE NUMBER		22. DATE	
23. SIGNATURE OF FUNCTIONAL DATA OWNER/OPR		24. ORG/DEPT.	
25. PHONE NUMBER		26. DATE	
PART IV (To be completed by AFIS Security Staff adding user)			
27. USERID (Mainframe)		28. USERID (Mid-Tier)	
29. USERID (Network)		30. SIGNATURE	
31. PHONE NUMBER		32. DATE	

DISA Form 41, SEP 1996 (EF)

DISA Form 41, SEP 1996 (EF)

Request For DFAMS Logon and Password

The FCC and DFAMS systems each require a logon and password. A logon and password for the FCC are normally obtained when you attend FAS training taught by Endress & Hauser Coggins Systems in Atlanta Georgia.

Requests for FCC logon and passwords can be obtained by contacting the "FAS Help Desk" at 1 800 446-4950.

Requests for a DFAMS logon and password can be obtained by contacting DESC-FI, Ann Talkington at (703) 767-9379 or DSN 427-9379.

Contractor personnel (Non DoD) requesting a DFAMS logon and password should contact DESC-FI for instructions on how to complete requests.

DoD personnel requesting a logon and password for DFAMS must submit the following information to DESC-FI:

Last Name	
First Name	
Middle Initial	
Military Rank or Civil Service Grade	
Office Symbol	
Commercial Phone Number	
DSN Phone Number	
Social Security Number	
Requestor's Supervisor	
Requestor's Supervisor's E-Mail Address	
Military Service	U.S. Army
Business Address	

Phase IIB Activity Worksheet

The following will identify to DESC those ground fuel products which are currently owned by the Army. This information will provide DESC information on Posts, Camps and Stations (PCS) products to be capitalized.

Complete the following worksheet and fax to DESC-FII Attn: Beth Morgan at (703) 767-9380 or DSN 427-9380.

DoDAAC	
Activity Name	
Bill To DoDAAC	
PCS COG (region)	
MAJCOM/MACOM	
CLIN 1	
CLIN 2	
CLIN 3	
CLIN 4	
CLIN 5	
CLIN 6	
CLIN 7	
CLIN 8	
DFAMS POC Name	
DFAMS POC Commercial Phone	
DFAMS POC DSN Phone	
DFAMS POC Fax Number	

Capitalization Procedures

Activities will be notified of the date capitalization will be implemented. As a result, please use the following procedure to provide an accurate fuel inventory on the date of capitalization:

Step	Action
1	Inventory each product to be capitalized as of 0800 on the date of capitalization. Include all product in: ✍✍ Tanks ✍✍ Pipelines ✍✍ Manifolds ✍✍ Trucks ✍✍ Hydrants
2	Complete and sign a DD 1149 <u>for each product</u> . See sample DD 1149 on page XX . (1) Enter activity name and address. (2) Enter DESC address as specified on sample document. (3) Enter a requisition number. Julian date (positions 7-10) must be the date of capitalization. (4) Enter the word "CAPITALIZATION". (5) Enter signature of Responsible Officer. (6) Enter the year and Julian date of capitalization (YYYYMMDD). (7) Enter NSN and Product Code. (8) Enter quantity being capitalized.
3	Fax DD 1149 to DESC-FII, Attention Beth Morgan at (703) 767-9380 or DSN 427-9380 within 24 hours of capitalization.
4	<u>Set up your ledger in FCC using the quantity shown on DD 1149.</u>

DESC "T" DoDAAC Configuration Logic

The following tables describe the logic for construction of DESC assigned "T" DoDAACs.

Categories

The second character of the "T" DoDAAC identifies the type of customer.

Category	Description
F	Foreign Government
M	MWR Activity
S	State Activity
L	Local (City) Activity
C	Commercial Customer Under Contract (Billing Transaction)
B	Commercial Customer Not Under Contract (Billing Transaction)
K	Commercial Customer Not Under Contract (Cash Sale Transaction)
U	Unclassified (Activity or customer not previously listed)

Non DoD Customer DoDAAC Configuration Table

This table shows the logic for DESC "T" DoDAACs for Non DoD customers.

Position	Description	Example
1	DESC Assigned DoDAAC prefix	"T" (Constant Entry)
2	Category Code	"S" = State Government
3-4	State Code	"FL" = Florida
4-6	Specific Customer or Program	"01" = State Police "02" = Florida EPA

Foreign Government DoDAAC Configuration Table

This table shows the logic for DESC "T" DoDAACs for Foreign Governments.

Position	Description	Example
1	DESC Assigned DoDAAC prefix	"T" (Constant Entry)
2	Category Code	"F" = Foreign Government
3-4	Country Code	"UK" = United Kingdom
4-6	Program	"AG" = RIK/FEA Agreement "CX" = Foreign Government Cash Sale. "X" = Sequential Number Value "BX" = Foreign Government Bill Sale. "X" = Sequential Number Value "FX" = FMS Case. "X" = Sequential Number Value

Sales To U.S. Government Agencies Or General Services Administration Customers

Document sales to U.S. Government Agency or General Services Administration customers as follows:

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Issue/Defuel Fuel Aviation

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Enter customers Fund Code
Buyers DoDAAC	Blank
Aircraft	Enter aircraft type.
Document Number	Must have a DAAS Center validated DoDAAC in the first six positions of the document number.
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

Sales To State Or Local Credit Customers

Document sales to State or Local Credit customers as follows:

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Issue/Defuel Fuel Aviation

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Must be Fund Code "XP".
Buyers DoDAAC	Enter the DESC State or Local Customer DoDAAC as listed in the State/Local Customer DoDAAC Listing.
Aircraft	Enter aircraft type.
Document Number	Must have the DESC State or Local Customer "T" DoDAAC as listed in the State/Local Government DoDAAC Listing, in the first six positions of the document number.
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

Sales To Morale, Welfare And Recreation (MWR) Customers

Document sales to Morale, Welfare and Recreation customers as follows:

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Issue/Defuel Fuel Aviation

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Must be Fund Code "XP".
Buyers DoDAAC	Enter the DESC MWR DoDAAC as listed in the MWR DoDAAC Listing.
Aircraft	Enter aircraft type.
Document Number	Must have the MWR DoDAAC as listed in MWR "T" DoDAAC Listing, in the first six positions of the document number.
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

Sales To Commercial Customers Under A DoD Contract

Document sales to Commercial Customers under a current DoD contract as follows:

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Issue/Defuel Fuel Aviation

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Must be Fund Code "XP".
Buyers DoDAAC	Enter the DESC Commercial Customer, Under DoD Contract DoDAAC, as listed in the Commercial Customer, Under DoD Contract Listing.
Aircraft	Enter aircraft type.
Document Number	Must have the DESC Commercial Customer, Under DoD Contract "T" DoDAAC as listed in the Commercial Customer, Under DoD Contract Listing, in the first six positions of the document number.
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

Sales To Foreign Government or Commercial Customers - Cash Sale

Document cash sales to Foreign Government or Commercial Customers as follows:

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Fuel Issue/Defuel

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Must be Fund Code "XP".
Buyers DoDAAC	Enter the applicable cash sale "T" DoDAAC for your activity as specified in the Cash Sale Customer Listing.
Aircraft	Enter aircraft type.
Document Number	Must have the DESC "T" DoDAAC as specified in the Cash Sale Customers Listing found on the DESC website under "FAS", in the first six positions of the document number. Positions 11-13 of the document number must be "CSH". Position 14 will be a sequential number representing the number of cash sales on the date specified in the document number. Note: When activities begin "Purple HUB" processing , positions 11-14 will be automatically assigned by the HUB.
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

Note: Questions in reference to cash sale procedures should be directed to:

DFAS-CO
Mr. Paul Johnson
DSN: 869-0693 or Commercial: (614) 693-0693
Fax DSN: 869-7841 or Commercial Fax: (614) 693-7841

DFAS-CO Required Documentation for Cash Sales: Cash sales are defined as those sales where cash, check, or money order is provided by the buyer as payment for product received at the time of receipt. Activities making such sales must record these transactions as noted below.

These steps must be completed the same day, unless the local U.S. bank or finance office is closed. In this case they must be completed the next business day.

Prepare a DD 1149, Requisition and Invoice/Shipping Document to record the sale. Be sure to enter all pertinent information on the DD Form 1149 such as quantity, fuel type, unit of issue, price per unit, to whom sold, etc. Obtain the signature of the person receiving the fuel.

Prepare a SF 215, Deposit Ticket and deposit the cash, check or money order in the nearest U.S. bank. Be sure to enter the Agency Locator Code (ALC) 6355 in block 3 of the SF 215, deposit ticket. If a U.S. bank is not available prepare the deposit ticket as described above and turn the money, check or money order and the SF 215, deposit ticket over to the local finance officer.

SF 215 (Deposit Ticket) Instructions

BLOCK	BLOCK TITLE	INSTRUCTION
1	Deposit Number	Preprinted
2	Date Presented or Mailed to Bank	Use MM-DD-YY
3	8 Digit or 4 Digit Agency Location Code	Use 6355
4	Amount	Dollar Amount of Deposit
5	Blank	
6	Agency Use	Depositor Information, including accounting line(s) as outlined on example
7	Name and Address of Depository	Bank Name and Address where deposit is made.
8	Signature and Date	Bank Certification of deposit received.
9	Depositors Title	As outlined on example.

Prepare a DD Form 1131, Cash Collection voucher. Be sure to include the Energy Stock Fund Appropriation 97X 4930 5CF0 26.1 for fuel products. No additional charges or surcharges will be levied.

FAX the DD Form 1149, SF 215 and DD Form 1131 to DFAS Columbus Energy Accounting Branch at the following number: DSN 869-7841 or Commercial (614) 693-7841. Include a FAX cover sheet indicating who sent the documents and a return FAX number for DFAS Columbus to acknowledge receipt. Send a copy of the DD Form 1149, SF 215 and the DD Form 1131 by U.S. Mail to the Energy Accounting Branch at DFAS Columbus, if a FAX is not available. Use the following address:

Defense Finance & Accounting Service
Attn: DFAS-AIFER/CA
P.O. Box 182317
Columbus, OH 43218-2317

If payment is made by check, make check payable to:
Defense Finance & Accounting Service, Columbus Center
Attn: DFAS-ADPSD/CA-F

Cash Sales

Example Standard Form 215, Deposit Ticket

DEPOSIT NUMBER		DATE PRESENTED OR MAILED TO BANK M M D D Y Y		8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)		AMOUNT	
4	43433	0	20100	6	355	\$5,050.00	
<p>(b) FUNDING USE</p> <p>TRAVIS AFB, CA 97X493C 5CFO 26.133150 \$5,050.00</p>							
<p>DISBURSING OFFICER DEFENSE FINANCE & ACCOUNTING SERVICE DFAS-ADPSD/CA-F P.O. BOX 182204 COLUMBUS OH 43218-2204</p>						<p>DATE AND SIGNATURE OF DEPOSITOR</p> <p>DATE: _____ SIGNATURE: _____</p> <p>DATE: _____ SIGNATURE: _____</p>	
<p>DEPOSITORS TITLE, DEPARTMENT OR AGENCY AND ADDRESS</p>						<p>DATE: _____ SIGNATURE: _____</p> <p>DATE: _____ SIGNATURE: _____</p>	
<p>DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OF TRANSFER OF THE U.S. TREASURY ACCOUNT BY THE SAME DATE</p>						<p>ORIGINAL</p>	

Cash Sales

Example DD Form 1131, Cash Collection Voucher

CASH COLLECTION VOUCHER		DEBURSING OFFICE COLLECTION VOUCHER NUMBER		
		RECEIVING OFFICE COLLECTION VOUCHER NUMBER N0012345		
REMITTANCE UNIT	ACTIVITY Name and Address Travis AFB, CA			
	RECEIVED AND FORWARDED BY (Printed name, title and signature) LT. Jack Jones FMFC			DATE 2 / 1 / 2000
DEBURSING STATION	ACTIVITY Name and Address			
	DEBURSING OFFICER (Printed name, title and signature)	DEBURSING STATION SYMBOL NUMBER	DATE	
PERIOD: From To				
DATE RECEIVED	NAME OF REMITTER DESCRIPTION OF REMITTANCE	DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	AMOUNT	ACCOUNTING CLASSIFICATION
2 / 1 / 00	Acme Aircraft Charter Service	Sale of 5,000 U.S. Gallons of JP8 Aircraft Fuel @ \$1.01 per gallon	\$ 5,050.00	97X 4930 5CFO 26.1 33150
TOTAL			\$ 5,050.00	

DD FORM 1131, APR 67 (EG)

PREVIOUS EDITION MAY BE USED.

PerFORM (SLA)

Form approved by
Comptroller General, U.S.
24 January 1956

Sales To Commercial Customers Not Under A DoD Contract - Credit Sale

Document credit sales to Commercial Customers not under a DoD contract as follows:

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Issue/Defuel Fuel Aviation

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Must be Fund Code "XP".
Buyers DoDAAC	Enter the DESC "T" DoDAAC as specified in the Commercial Customers Not Under DoD Contract (Credit Sale) Listing.
Aircraft	Enter aircraft type.
Document Number	Must have the DESC "T" DoDAAC as specified in the Commercial Customer Not Under DoD Contract (Credit Sale) Listing, in the first six positions of the document number.
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

DFAS-CO Required Documentation for Credit Sales: Any Defense Fuel Supply Point (DFSP) making retail fuel credit sales will follow these procedures to record the transaction. All transactions should be completed the same day.

Prepare DD Form 1149, Jan 1997 (EG), Requisition and Invoice/Shipping Document, to record the sale. Use the following instructions in completing the form. Note: At this time, these procedures apply to all Army and Navy transactions.

DD Form 1149 (Requisition and Invoice/Shipping Document) Instructions

BLOCK	BLOCK TITLE	INSTRUCTION
1	From:	<p>A complete billing name and address of the company/organization requesting the fuel from the U.S. Government, via a DFSP. The address must include an attn line, following the company name, with the name and position of a responsible individual. DFSP personnel must verify the accuracy of the credit arrangements provided by the requestor prior to pumping the fuel. The requestor's DoDAAC number must be placed in the lower right corner of the block.</p> <p>DESC will initially provide, and update as appropriate, a complete DoDAAC listing of all authorized companies having credit purchasing agreements with the DESC. The specific type of credit agreement will be included in the listing.</p>
2	To:	The name and address of the DFSP providing the fuel. The DFSP's DoDAAC number is to be placed in the lower right corner of the block.
3	Ship To-Mark For:	This block is not applicable to DFAS-CO at this time.
4	Appropriations Data:	<p>Only two accounting lines are acceptable; and, if appropriate, both must be included. The line for the fuel product is 97X4930 5CF0 26.1 33150. The line for the services provided, if appropriate, is 97X4930 5CF0 25.1 33150. Note: the two accounting lines are identical, with the exception of the 13th character.</p>
4b	Item Number:	<p>In addition to the two separate numbered lines, one for the product and one for service, include the type of sale. These are three types of Credit Sales:</p> <p style="padding-left: 40px;">"A" = Letter of Credit "B" = Surety Bond "C" = Security Deposit</p> <p>The receiving individual is required to write their signature as "Received By", in the lower left corner of the block.</p> <p>DFSP personnel must insure blocks 4c, 4d, 4e, 4h, and 4I are completed.</p>

FAX the DD Form 1149 to the DFAS-Columbus, Energy Accounting Branch, ATTN: Retail Sales, at DSN 869-7841 or commercial (614)693-7841. Use a FAX cover sheet, indicating who sent the document, and include a return FAX number and telephone number where someone can be reached.

Copies may also be sent by U.S. Mail to:

Defense Finance & Accounting Service, Columbus Center
ATTN: DFAS-CO/AFE Retail Sales
P.O. Box 182317
Columbus, OH 43218-2317

***Sales To Foreign Governments Not Under A RIK/FEA Agreement
(Bill Foreign Government Embassy Transaction)***

Document sales to foreign governments not covered under a RIK/FEA agreement as follows.
Billing for these sales will be made by DFAS-CO to the applicable foreign government embassy.

Note To User: Not all FAS fields are covered in this example, only those with critical information necessary for accurate accountability are listed. Additional information not listed here may be required to complete the transaction. Also, some of the field names may not be identical to those represented in FAS, but the association between FAS and DFAMS terms should not be difficult.

Sale To Service Or Agency

DFAMS: P21 Sale From A DFSP

FAS: Issue/Defuel Aviation

FIELD	FIELD INFORMATION
Type	Sale
Grade	Enter grade of product.
Unit of Issue	Enter "GL" for gallons.
Date	Enter date of sale.
SUPAAC DoDAAC	Blank
Fund Code	Must be Fund Code "XP".
Buyers DoDAAC	Enter the DESC "T" DoDAAC as specified in the Listing of Foreign Government DoDAAC's.
Aircraft	Enter aircraft type.
Document Number	Must have the DESC "T" DoDAAC as specified in the Listing of Foreign Government DoDAAC's, in the first six positions of the document number. <u>Be sure to use a "Billing DoDAAC" and not "RIC/FEA DoDAAC".</u>
Seller DoDAAC	Enter seller DoDAAC.
Signal Code	Must be Signal Code "A".
Quantity	Enter quantity issued in U.S. gallons.

DFAS-CO Required Documentation For Sales To Foreign Governments (FMS) and Non (FMS): Any Defense Fuel Supply Point (DFSP) making retail fuel sales to foreign governments (FMS) or Non FMS will follow these procedure to record the transaction.

Prepare DD Form 1149, Jan 1997 (EG), Requisition and Invoice/Shipping Document, to record the sale. Use the following instructions in completing the form. Note: At this time, these procedures apply to all Army and Navy transaction NOT covered by a RIK or FEA.

DD Form 1149 (Requisition and Invoice/Shipping Document) Instructions

BLOCK	BLOCK TITLE	INSTRUCTION
1	From:	A complete billing name and address of the foreign government requesting the fuel from the U.S. Government (DESC). The address must include an ATTN line, following the name of the government, with the name and position of a responsible individual. The requestors. The requestor's DoDAAC number must be placed in the lower right corner of the block. DESC will provide the DoDAAC structure of all authorized foreign governments (FMS) and Non FMS. The specific type of agreement will be included if the sale is under an agreement.
2	To:	The name and address of the DFSP providing the fuel. The DFSP's DoDAAC number is to be placed in the lower right corner of the block.
3	Ship-To-Mark-For:	This block is not applicable to DFAS-CO at this time.
4	Appropriations Data	Only two accounting lines are acceptable, and, if appropriate, both must be included. The line for the fuel product is 97X4930 5CF0 26.1 33150. The line for the service provided, if appropriate, is 97X4930 5CF0 25.1 33150. Note: The two accounting lines are identical, with the exception of the 13 th character.
4b	Item Number	In addition to the two separate numbered lines, one for product and one for service, include the type of sale. There are three categories of sales to foreign governments: "AG" = Fuel Exchange Agreements (FEA) and Replacement In Kind (RIK) and Acquisition cost Service Agreement (ACSA). "CX" = Foreign Government Cash Sales. "X" = Numerical value. "BX" = Foreign Government Billing. "X" = Numerical value. The receiving individual is required to write their signature as "Received By", in the lower left corner of the block. Additionally, DFSP personnel must insure blocks 4c, 4d, 4e, 4h, and 4I are completed.

FAX the DD Form 1149 to the DFAS-Columbus, Energy Accounting Branch, ATTN: Retail Sales, at DSN 869-7841 or commercial (614) 693-7841. Use a FAX cover sheet, indicating who sent the document, and include a return FAX number and telephone number where someone can be reached.

Copies may also be mailed by U.S. Mail to:

Defense Finance & Accounting Service, Columbus Center
ATTN: DFAS-CO/AFE Retail Sales
P.O. Box 182317
Columbus, OH 43218-2317

DESC Developed "T" DoDAAC's

DoDAAC's which were developed by DESC for use in "end use billing" can be found listed at the following web site:

<http://www.desc.dla.mil/main/whatsnew.htm>

"T" DoDAACs are divided into the following categories:

- ✂ ✂ Commercial Credit Customers
- ✂ ✂ Cash Sale Customers
- ✂ ✂ Local Credit Customers
- ✂ ✂ MWR Credit Customers
- ✂ ✂ State Credit Customers
- ✂ ✂ FMS Case Customers
- ✂ ✂ Foreign Commercial Credit Customers
- ✂ ✂ Foreign Government Credit Customers
- ✂ ✂ RIK/FEA Customers

Glossary Of Terms

TYPE - Type of transaction.

DOCUMENT NUMBER – Also known as requisition number - this field contains a unique identifying number that is made up of three basic elements: (1) the DoDAAC of the requisitioning activity, (2) the Julian date that the requisition is placed and (3) a locally assigned serial number. For the Air Force the last four record positions of the document number will be the last four digits of the aircraft tail number. For the Navy the last four record positions will be the last four digits of the DD 1898 form number. (Example Document Number: N62481-2022-6500)

GRADE - Three digit code used to represent the fuel type.

FUND CODE - a two digit code that is assigned by the service activity to indicate to DESC that funds are available to pay the fuel charge. (ex. 61, 39, UZ, K9, etc.) Fund codes should be obtained from the local resources Management Office / DFAS OPLOC. The source for fund codes is DoD 4000.25-7-M-S-1 which is available at Website:
http://daynt6.daas.dla.mil/daashome/daasc_reports.htm - publications

MODE OF SHIPMENT - Identifies the method of transportation for movement of product (ex. "A" = tank truck, "Z" = tanker, "W" = commercial barge, "9" local sale, "8" pipeline)

NSN (National Stock Number) - Unique identification number that is assigned to each type of fuel by the Federal Catalog System (ex. JP5 = 9130-00-273-2379)

QUANTITY - The amount of fuel in gallons. **Do not use leading zeros.** This field may be labeled "Quantity" or it may be more specific such as "Gain/Loss Quantity" or "Quantity Shipped," etc.

ROUTING IDENTIFIER CODE (RIC) - A unique, 3 character code that is assigned to each DFSP, DICP, DER and many retail activities. This field is very important since it tells the computer which activity input the transaction. it routes transactions to the appropriate DFSP and ensures that rejects, suspense, and management notices are returned to the correct DFSP. (ex. NNB, T3I)

SIGNAL CODE - A 1 character code that designates which DoDAAC is to receive the fuel and which DoDAAC is to be billed. It is used in conjunction with a fund code. (ex. A, B, J, etc.)

SUPPLEMENTARY ACTIVITY ADDRESS CODE (SUPAAC) - DoDAAC of the receiving activity or DoDAAC of the activity to receive the bill depending upon the type of transaction.

SUPPLY TRANSACTION DAY - The Julian date that the action occurred, not the date it was entered into DFAMS. depending upon the type of transaction, the date field will have various names such as: "Day Commenced Discharge/Pumping," "Inventory Adjustment Day," "Shipment Day," etc. (ex. 034, or 233).

DD 1149 Requisition and Invoice/Shipping Document
Sample Capitalization

SHIPPING CONTAINER TALLY		REQUISITION AND INVOICE/SHIPPING DOCUMENT	
1	2	3	4
<p>1. FROM: (Include ZIP Code)</p> <p>(1) ACTIVITY NAME AND ADDRESS</p> <p>(2) DEFENSE ENERGY SUPPORT CENTER, DESC-FH 9725 JOHN J. KINGMAN ROAD, SUITE 4950 FORT BELVOIR, VA 22060-6222 FAX: (703) 767-9380 DSN: 427-9380</p>		<p>2. TO: (Include ZIP Code)</p> <p>(3) W62UUF - 0061 - 0001</p>	
<p>3. SHIP TO: (Main Use)</p>		<p>4. APPROPRIATIONS DATA</p>	
<p>5. ACTIVITY OR PURPOSE</p> <p>(4) CAPITALIZATION</p> <p>(5) John Smith</p>		<p>6. REQUISITION NUMBER</p> <p>(3) W62UUF - 0061 - 0001</p>	
<p>7. DATE MATERIAL REQUIRED (YYYYMMDD)</p> <p>1 1 1</p>		<p>8. PRIORITY</p>	
<p>9. QUANTITY REQUESTED</p> <p>(8) 152000</p>		<p>10. UNIT OF ISSUE</p> <p>GL</p>	
<p>11. SUPPLY ACTION</p> <p>(M)</p>		<p>12. DATE (YYYYMMDD)</p> <p>20000301</p>	
<p>13. MODE OF SHIPMENT</p>		<p>14. BILL OF LADING NUMBER</p>	
<p>15. AIR MOVEMENT DESIGNATION OR PORT REFERENCE NO.</p>		<p>16. AMOUNT</p>	
<p>17. SPECIAL MARKING</p>		<p>18. SPECIAL MARKING</p>	
<p>19. TRANSPORTATION VIA MATR OR MATS CHANGEABLE TO</p>		<p>20. SPECIAL MARKING</p>	
<p>21. TOTAL TARE</p>		<p>22. TOTAL TARE</p>	
<p>23. TOTAL TARE</p>		<p>24. TOTAL TARE</p>	
<p>25. TOTAL TARE</p>		<p>26. TOTAL TARE</p>	
<p>27. TOTAL TARE</p>		<p>28. TOTAL TARE</p>	
<p>29. TOTAL TARE</p>		<p>30. TOTAL TARE</p>	
<p>31. TOTAL TARE</p>		<p>32. TOTAL TARE</p>	
<p>33. TOTAL TARE</p>		<p>34. TOTAL TARE</p>	
<p>35. TOTAL TARE</p>		<p>36. TOTAL TARE</p>	
<p>37. TOTAL TARE</p>		<p>38. TOTAL TARE</p>	
<p>39. TOTAL TARE</p>		<p>40. TOTAL TARE</p>	
<p>41. TOTAL TARE</p>		<p>42. TOTAL TARE</p>	
<p>43. TOTAL TARE</p>		<p>44. TOTAL TARE</p>	
<p>45. TOTAL TARE</p>		<p>46. TOTAL TARE</p>	
<p>47. TOTAL TARE</p>		<p>48. TOTAL TARE</p>	
<p>49. TOTAL TARE</p>		<p>50. TOTAL TARE</p>	
<p>51. TOTAL TARE</p>		<p>52. TOTAL TARE</p>	
<p>53. TOTAL TARE</p>		<p>54. TOTAL TARE</p>	
<p>55. TOTAL TARE</p>		<p>56. TOTAL TARE</p>	
<p>57. TOTAL TARE</p>		<p>58. TOTAL TARE</p>	
<p>59. TOTAL TARE</p>		<p>60. TOTAL TARE</p>	
<p>61. TOTAL TARE</p>		<p>62. TOTAL TARE</p>	
<p>63. TOTAL TARE</p>		<p>64. TOTAL TARE</p>	
<p>65. TOTAL TARE</p>		<p>66. TOTAL TARE</p>	
<p>67. TOTAL TARE</p>		<p>68. TOTAL TARE</p>	
<p>69. TOTAL TARE</p>		<p>70. TOTAL TARE</p>	
<p>71. TOTAL TARE</p>		<p>72. TOTAL TARE</p>	
<p>73. TOTAL TARE</p>		<p>74. TOTAL TARE</p>	
<p>75. TOTAL TARE</p>		<p>76. TOTAL TARE</p>	
<p>77. TOTAL TARE</p>		<p>78. TOTAL TARE</p>	
<p>79. TOTAL TARE</p>		<p>80. TOTAL TARE</p>	
<p>81. TOTAL TARE</p>		<p>82. TOTAL TARE</p>	
<p>83. TOTAL TARE</p>		<p>84. TOTAL TARE</p>	
<p>85. TOTAL TARE</p>		<p>86. TOTAL TARE</p>	
<p>87. TOTAL TARE</p>		<p>88. TOTAL TARE</p>	
<p>89. TOTAL TARE</p>		<p>90. TOTAL TARE</p>	
<p>91. TOTAL TARE</p>		<p>92. TOTAL TARE</p>	
<p>93. TOTAL TARE</p>		<p>94. TOTAL TARE</p>	
<p>95. TOTAL TARE</p>		<p>96. TOTAL TARE</p>	
<p>97. TOTAL TARE</p>		<p>98. TOTAL TARE</p>	
<p>99. TOTAL TARE</p>		<p>100. TOTAL TARE</p>	

Credit Sales

Example DD Form 1149, Requisition and Invoice/ Shipping Document

SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
<p align="center">REQUISITION AND INVOICES/SHIPPING DOCUMENT</p> <p>The public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Washington Headquarters Service, Paperwork Project (0182-0042), Washington, DC 20503-2922.</p> <p>PLEASE DO NOT RETURN YOUR FORM TO THIS ADDRESS. RETURN COMPLETED FORM TO THE ADDRESS IN ITEM 2.</p>			
<p>1. FROM: (Include ZIP Code)</p> <p>Acme Airlines 1234 Main St. Attn: Acctg. Dept. Ms. Smith Columbus, OH 43216</p>		<p>2. TO: (Include ZIP Code)</p> <p>Commander, Ft. Carson Attn: Fuel Supply Officer Ft. Carson, CO 78020</p>	
<p>3. AUTHORITY OR PURPOSE</p> <p>TCACHE 20000201</p>		<p>4. REQUISITION NUMBER</p> <p>NS4321</p>	
<p>5. DATE MATERIAL REQUIRED (YYYYMMDD)</p> <p>20000201</p>		<p>6. BILL OF LADING NUMBER</p> <p>20000201</p>	
<p>7. AIR MOVEMENT REQUISITION OR PORT REFERENCE NO.</p> <p>20000201</p>		<p>8. DATE SHIPPED (YYYYMMDD)</p> <p>20000201</p>	
<p>9. SIGNATURE</p> <p>Fuel Transfer under Letter of Credit F. Leghorn, LT, USA</p>		<p>10. VOUCHER NUMBER & DATE (YYYYMMDD)</p> <p>20000201</p>	
<p>11. ITEM</p> <p>9140 200 2345 Aviation Fuel JP-8 Refueling Service</p>		<p>12. QUANTITY</p> <p>2802</p>	
<p>13. UNIT OF MEASURE</p> <p>EA</p>		<p>14. TOTAL COST</p> <p>\$2357.54</p>	
<p>15. ISSUED BY: F. Leghorn, LT, USA</p> <p>RECEIVED BY:</p>		<p>16. SPECIAL HANDLING</p> <p>CONTAINERS RECEIVED (YYYYMMDD)</p> <p>DATE (YYYYMMDD)</p> <p>DATE (YYYYMMDD)</p>	
<p>17. TRANSPORTATION VA MATS OR MATS CHARGEABLE TO</p> <p>DD FORM 1149, JAN 1997 (EG)</p>		<p>18. TOTAL</p> <p>\$2357.54</p>	

[illegible]